

## **DEPUTY CITY ATTORNEY**

### **DISTINGUISHING FEATURES**

The fundamental reason the Deputy City Attorney exists is to serve as the deputy legal advisor to the City, perform professional legal work; and perform managerial and administrative duties in directing the legal activities of the City, including supervising the day-to-day operations of a section of the City Attorney's office to ensure staff is providing responsive service to customers concerning legal issues in the City Attorney's Office. This classification is supervisory. Work is performed under independent supervision by the City Attorney. The Deputy City Attorney is distinguished from the Sr. Assistant City Attorney classification by the performance of supervisory responsibilities.

### **ESSENTIAL FUNCTIONS**

Prepares civil court cases, presents pre-trial motions and legal briefs; Represents the City's legal interest in court.

Directs and manages a professional staff. Plans, organizes and directs the activities of the Assistant City Attorneys. Manages the performance of the legal staff. Provides feedback, coaching, counseling and training, at all times demonstrating respect for the individual. Provides consistent exchange of information regarding current affairs, operations and issues to staff.

Ensures continued communication on legal issues among the Assistant City Attorneys and City Departments. Maintains a sound working relationship with these departments and is sensitive to their needs and concerns.

Assigns specific Assistant City Attorneys to work with designated departments for increased efficiency and effectiveness. Develops a system to monitor the case load and response of each attorney's area.

Reviews the preparation of legal opinions and other legal documents developed by staff to ensure compliance.

Keeps abreast of State and Federal laws affecting City government; court procedures and rules of evidence. Communicates information to staff and City.

Participates in City Council meetings.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Knowledge of:

Judicial procedures and rules of evidence.

General municipal, state, and federal laws and codes affecting local government.

Principles, practices, methods, materials and references utilized in legal research.

Supervisory and management practices to operate a department comprised of professional personnel.

Ability to:  
Analyze, appraise and organize facts, evidence and precedents.

Operate a variety of standard office equipment, including a personal computer, a variety of computer software and other office equipment that require continuous and repetitive eye and arm or hand movement.

Coordinate visual and muscular dexterity to enter data or information into a terminal, personal computer, or other keyboard device.

Establish and maintain effective working relationships with City officials, Court officials, City employees and the general public.

Communicate effectively, both orally and in writing.

Present materials in a clear and logical format using proper sentence construction, grammar and punctuation.

Maintain regular consistent attendance and punctuality.

### **Education & Experience**

Any combination of education and experience equivalent to five to seven year's recent experience in the practice of law. Requires graduation from a school of law accredited by the American Bar Association and current membership in the Arizona State Bar Association.

FLSA Status: Exempt

HR Ordinance Status: Unclassified